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OSPD/ST

Recommendation:

That the Record Admin Staff initiate an ^{ADMINISTRATIVE} equipment fund.

Reason:

Components ^(RMO'S) of the directorates normally do not have the funds in sufficient amounts to procure new office equipment. Therefore, equipment is usually the last thing on the list to buy. However, if Record Admin Staff would supplement or pay a portion of the cost of new equipment, new equipment would be brought on the scene sooner.

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Possibilities of microfilm in Office of Personnel -

1. Service record cards - inactive
2. Personnel inventory books
3. ~~Terminated~~ official personnel
folders
4. Compensation & claims files, PAB
5. Inactive Branch claims files
6. Cards on certain applicants -
rejects for known reasons
7. ~~Terminated~~ military DOI folders
8. ~~Certain~~ machine listings
9. Contract personnel folders if
established who is office of record
10. Biographic profiles

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* If appropriate approval received

Questions

Permanent records

1. Who decides precisely which component will be the office record and when will this be updated and made available to RO's?
- X 2 Why is Cable Sec not the permanent office ^{record} for all cables? (Believe log sheets could be substituted for hard copies that are retired - they say no - fact is, there is duplication. This applies to Hq. ^(working) and Archival records.
3. Can the decision on retention of hard copy be revised with destruction ~~provisions~~ when records are converted to more modern storage methods?

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